Posting and Downloading Intelligence Data (7795)
(No. 64 September 2015)

The primary location for posting (uploading) and downloading intelligence data is on the NIFC FTP site (FTP.NIFC.GOV). Because of security concerns and support for the original NIFC FTP server being discontinued, the NIFC server was replaced with a new system on June 8, 2015. To prevent widespread sharing of server login information, the new NIFC FTP site requires users to establish individual usernames and passwords. These accounts must be established using an authentication web site called "NAP", or "NESS Application Portal". NAP is the site used to manage logon account information for several applications (ROSS, ICBS, WIMS, e-ISuite, INCIWEB Admin, and OIS). Personnel that use the existing applications noted above already have NAP accounts and the process for gaining access to the NIFC FTP site will be different than for those without NAP accounts..

On the new FTP site, groups have been formed and each group will have rights to access specific folders on the FTP site. Users will request to be assigned to one or more groups depending on the folders they will need to access. The main groups that CAL FIRE users will need to be members are as follows:
- Situation Unit Upload (GISS, SITL) Group – users will have rights to upload data to all incident folders within the GACC subfolders in the "incident_specific_data" folder.
- Secure GACC Support Group – users can access and upload files (IAP, COM Plan, Demob Plan, etc. documents) in the "GACC_Support" folders. You must be a member of this group to have rights to access, download and upload files to the "GACC_Support" folders.
- IRIN Group – folder where National Infrared Operations (NIROPS) will post infrared (IR) imagery for the IR Interpreters (IRIN). Only IRIN's will be granted access to this group.
    - Approver Contact: Tom Mellin, tmellin@fs.fed.us
- Forest Visitor Maps Group – users can access forest visitor maps from this site.
    - Approver Contact: Lorri Peltz-Lewis, lpeltzlewis@fs.fed.us
- Other groups are available for accomplishing other required incident duties.

Key points regarding the new NIFC FTP site:
- Public download over the web (HTTP) will be allowed for a small subset of specific directories which will include the GIS incident folders in the "incident_specific_data" folder. <u>For this reason, it isn't necessary for personnel who only need to download and not upload incident GIS data to establish NAP accounts to access this data.</u>
- All users must have NAP accounts for upload access on the FTP site.
- A NAP account must be associated with an appropriate group in order to upload files. Group association determines the folders to which the user may upload files.
- Some folders are only accessible to members of specific groups.

- GIS Specialists (GISS) should request to be in the Situation Unit Upload, Secure GACC Support and Forest Visitor Maps Groups.
- Resource Unit Leaders, at a minimum, should request to be in the Situation Unit Upload, Secure GACC Support Groups.
- FTP client software will be necessary to upload files to the NIFC FTP site.

Creating a NAP Account & Requesting Access to the NIFC FTP Site

In order to create a new NAP account, personnel must provide a unique e-mail address and the contact information for one of the CAL FIRE approvers that have been established for both North and South OPS (see below). The CAL FIRE approvers will have the authority to approve users to access the Situation Unit Upload and Secure GACC Support Groups. Approval for all other groups will be done by the contacts assigned to those groups. The CAL FIRE approvers are listed below.

California North OPS
- John Erwin, Assistant Chief, California Department of Forestry and Fire Protection (CAL FIRE), (530) 224-2466, John.Erwin@fire.ca.gov
- Bryan Schieber, Battalion Chief, California Department of Forestry and Fire Protection (CAL FIRE), (530) 224-2466, Bryan.Schieber@fire.ca.gov
- Dave Munro, Battalion Chief, California Department of Forestry and Fire Protection (CAL FIRE), (530) 224-2466, Dave.Munro@fire.ca.gov
- Jana Luis, Assistant Chief, California Department of Forestry and Fire Protection (CAL FIRE), (916) 216-9939 , jana.luis@fire.ca.gov

California South OPS
- Marc Hafner, Assistant Chief, California Department of Forestry and Fire Protection (CAL FIRE), (951) 320-6124, Marc.Hafner@fire.ca.gov

Follow the steps below to create a new NAP Account.

1) Use the following link to open to the NAP web page https://nap.nwcg.gov/NAP/#.
   a) Accept the Government Warning message that appears.
   b) The NAP Home page will open.
2) On the NAP Home page, click on the **+ Request User Account** option (Figure 1) on the right side of the logon bar at the top of the web page. This will open the *Request User Account* wizard.
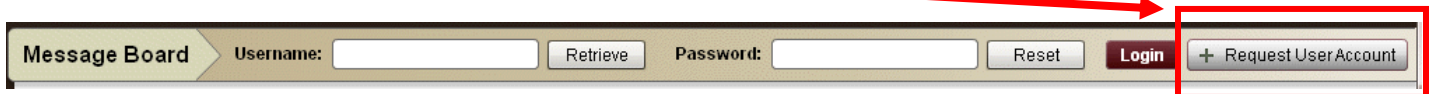

Figure 1.

3) In the first step of the *Request User Account* wizard, enter the required information noted with asterisks beside the items.

a) In the **Organization Unit** box, start typing your CAL FIRE Unit name. As you type, a selection list will display below the box. Select your Unit when it appears in the list (Figure 2).

b) If your Unit includes multiple counties, it may not appear in the list until the first county entered into the *Organization Unit* box matches the county in the NAP database. Try entering other counties in your Unit in the box until your Unit appears in the list. Once you select the appropriate Organization Unit, the *Agency* assigned to your Unit will automatically appear in the *Agency* box.

Figure 2.

Figure 3.

4) After entering all information in Step 1 (Figure 3), click the **Next** button to proceed to Step 2 of the wizard.
5) In the *Application Access* box in Step 2 of the wizard, select **F&AM-F&AM FTP** from the list of applications (Figure 4).
6) In the *Instance* box, select **FTP (Standard)**. Do not select *FTP (Privileged)* as using this option will result in your request being denied.

Figure 4.

7) Depending on which Region you work, enter the appropriate contact information for the CAL FIRE approver. If you are in need of a NAP account ASAP, contact a CAL FIRE GACC Approver to make sure they are able to promptly approve your account.

Figure 5.

8) Click the **Next** button to proceed to Step 3 of the wizard.
9) In Step 3, verify that the approver contact information is correct. If not, select the **Back** button and make corrections. Select the **Next** button to proceed to Step 4 once the information is correct.
10) Step 4 will provide a summary of the information you entered. Use the **Back** button if corrections must be made. When all of the information is correct, click the **Save** button to save and submit your request.
11) After submitting the request, you must send an email to the CAL FIRE approver you noted in the NAP user account request stating that you submitted a request for a NAP user account.
   a) In the email, you must provide justification for requesting a NAP account and to be added to the desired group(s).
   b) A sample email shown in Figure 6.

To: Doe, Jane@CALFIRE
From: Doe, John@CALFIRE
Subject: FTP.NIFC.GOV Group and NAP Account Request

Dear Chief Doe,

You are listed as a group approver for FTP.NIFC.GOV.

I have requested a NAP Account, access to the "F&AM FTP" application and assignment to the Situation Unit Upload and Secure GACC Support Groups on the new FTP.NIFC.GOV. I am a GISS on CAL FIRE IMT 1, and had access to these locations in the past and would like to maintain rights for accessing these group locations.

Would you please forward this email to the helpdesk@dms.nwcg.gov with your approval?

Thanks for your time and assistance,

John

Figure 6.

   c) Remember that you must send your approver an email which contains your NAP user name after your NAP account is activated. You will delay getting approved for the requested groups if this information is not provided to your approver.
   d) If you are requesting to be in the IRIN or Forest Visitor Maps Groups, you must send a similar email message to Tom Mellin (tmellin@fs.fed.us) or Lorri Peltz-Lewis (lpeltzlewis@fs.fed.us) respectively in order to get their approval for these groups. The email(s) must be sent to them after your NAP account has been activated and you must include your NAP user name in the email.

12) When your NAP account has been approved, you will receive three emails: one stating that your access request has been approved; the second with your user name; and the third with your password.
13) Next, you must go to the NAP home page (https://nap.nwcg.gov/NAP/) and login using your new login and password.
14) After logging in, you will be required to reset your password and setup your security questions.

Using the NIFC FTP Site (FTP.NIFC.GOV):

Depending on the folders a user would like to access on the new NIFC FTP site, either Internet Explorer or FTP client software (FileZilla, WinSCP, etc.) can be used. Contact your Field IT Coordinator for assistance with installing FTP Client software
To access unprotected folders where files can be viewed and downloaded, use Internet Explorer. Many of the unprotected folders are in the "incident_specific_data" folder and can be accessed using the following link http://ftp.nifc.gov/incident_specific_data/. GIS incident data is stored in GACC subfolders within this folder as noted below.

In order to upload files to or access protected folders on the new NIFC FTP site, you must use FTP client software and be a member of the FTP Group which has rights to access the specified folder(s). Your NAP user name and password must be used to logon to the FTP site.

Incident/GIS data files/documents (IAP, Comm Plan, etc.) must be stored in the appropriate folder for your incident and CAL FIRE incident folders must be placed in the GACC specific folders, (FTP.NIFC.GOV) as noted below.
- Incident/GIS data files / documents
  - North Ops – Upload to the appropriate year and incident folder in the "**incident_specific_data\calif_n\!CALFIRE**" folder
  - South Ops – Upload to the appropriate year and incident folder in the "**incident_specific_data\calif_s\CALFIRE**" folder

Incident folders should be named as follows: CA-UUU-NNNNNN_IncidentName, where "U" represents the Unit 3-letter designator and "N" represents the six digit incident number (Example: CA-MEU-002352_Salt). GIS shapefiles and geodatabases must be zipped prior to being uploaded. Please do not post unzipped data.

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